



VOLUME 6: HEALTH INFORMATION MANAGEMENT	Effective Date: 01/2002
CHAPTER 9	Revision Date: 08/2016
6.9.1 HEALTH RECORD STORAGE AND RETRIEVAL POLICY	Attachments: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

I. POLICY

California Correctional Health Care Services Health Information Management shall ensure patient health information is stored and maintained in a secured environment.

II. PURPOSE

To ensure all health record documents are stored in a safe and secure environment from which patient health information can be easily retrievable, available, accessible, and viewable to clinicians.

III. RESPONSIBILITY

- A. Under the direction of the Deputy Director, Medical Services, HIM Headquarters, Institution Health Records, and Health Record Center staff are responsible for the oversight, implementation, monitoring, and evaluation of this policy.
- B. The Chief Executive Officer or designee, Health Records Technician III, and Health Records Technician II of each institution are responsible for the implementation, monitoring, and evaluation of this policy.

IV. REFERENCES

- California Code of Regulations, Title 22, Chapter 9, Article 4, Section 77143, Health Record Availability
- California Code of Regulations, Title 22, Chapter 12, Article 5, Section 79807, Inmate-Patient Health Record Availability